



Application for Release of Easement Existing Drainage Easements

PLEASE NOTE: This is an application only, and in no way guarantees the release of any easements.

Submittal Requirements:

In order to review the easement release request, the following information must be submitted:

1. Evidence of property ownership. (i.e. deed or title report no more than 90 days old)
 2. Written explanation of the reason(s) the easement should be released. The reasons must be clearly documented on the Grading and Drainage Plan (G&D) and in the Drainage Report listed below.
 3. A statement by a registered civil engineer in the State of Arizona certifying that the release or modification will not increase flood levels, and will not increase flooding hazards within, upstream or downstream of the altered portion of the watercourse.
 4. A legal description of the easement(s) to be released prepared and sealed by a land surveyor registered in the state of Arizona. A graphic of the easement(s) to be released prepared and sealed by a land surveyor registered in the state of Arizona.
 5. Copy of the original recorded easement document.
 6. Two G&D plans, clearly depicting the existing Drainage Easement and proposed conditions (location of the proposed new easement) and one Drainage Report. Both must be prepared and sealed by a civil engineer, registered in the state of Arizona.
 7. Identify if a complete abandonment of the Drainage Easement is being requested.
 8. If a modification or relocation is proposed the applicant shall provide a legal description and exhibit of the new easement(s), prepared and sealed by a land surveyor registered in the state of Arizona. All documents must meet the Maricopa County Recorders office requirements for recordation.
 9. One copy of a combination, one-hundred scale, city LIS aerial photo, with easements, and parcel layers overlaid with subject parcel clearly identified, with as a minimum, all adjacent parcels included.
 10. Non-refundable processing fee of \$825.00.
- Additional information may be requested during the review process.
 - Review time will be 30 days from the time of receipt of a complete submittal.

For more information regarding release of this drainage easement, call (480) 312-7080.

Date: _____ Project Number: _____ - RE - _____

Applicant: _____

Phone: _____ Fax: _____

Address: _____

To receive a recorded copy of your release of easement, please include a self-addressed envelope with your submission.

Planning & Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7800



Application for Release of Easement Existing Drainage Easements

Project Name: _____

Project Number: _____ - RE - _____

This APPLICATION TO RELEASE EXISTING DRAINAGE EASEMENT has been submitted for review.
If there are outstanding issues or the request is unacceptable, redline the plan and report, make the appropriate comments below and return the entire package to applicant for correction. If the application is in order and the release can be made sign below and pass the package on to the next reviewer.

Civil Plan Reviewer: _____

Date: _____

Phone: _____

Drainage Planning Reviewer: _____

Date: _____

Phone: _____

Review Item	Comments

Signatures for Final Approval:

Development Quality/Compliance Director

Date

Floodplain Administrator

Date

Review time will be 30 days from the time of receipt of a complete submittal.

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